

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Credit Dispute Notice

Dear [Recipient Name],

I am writing to formally dispute the following charge(s) on my credit report.

Account Number: [Account Number]

Disputed Amount: [Disputed Amount]

Description of Dispute: [Brief Description of the Dispute]

I have attached supporting documentation to substantiate my claim. Please investigate this matter and provide a written response within 30 days.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]